

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Municipal	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Building and Code Enforcement	DEPARTMENT NUMBER	340
REPORTS TO (TITLE)	Community Development Director	JOB FAMILY	Community Development
PAY GRADE	5	DATE OF LAST REVIEW	December 2023

<b>NATURE OF WORK</b>
The first level of the Planning and Zoning series performs housing inspections of residential properties ensuring properties are compliant with city’s codes and ordinances to create a safe and healthy environment in the community. Prepares case files and enforces compliance with city’s housing, environmental health and public nuisance ordinances and regulations. Works closely with neighborhood groups, the public, other City departments, and other organizations.

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Performs property inspections for housing, nuisance and environmental health code violations such as tall grass and weeds, rubbish and refuse, junk motor vehicles and illegal dumping
2.	Prepares case files, pursues legal remedies, initiates public nuisance and zoning actions, and oversees cleanups of noncompliant properties. Issues citations for violations of zoning, property maintenance, and housing or nuisance codes; write directives describing the areas to be brought into compliance.
3.	Keeps an accurate account of inspections including the findings of the inspection, status of compliance, and other related information using digital camera and writing reports. Performs follow-up inspections to assure compliance.
4.	Conducts inspections of existing rental buildings to determine lack of proper maintenance, housing violations, or hazardous conditions. Interviews residents and inspects area to investigate reports of illegal rentals, dumping and neglected properties. Issues certificate of compliance for rental properties at time of final inspection if in compliance.
5.	Attends neighborhood meetings at the request of supervisor, advises area residents on municipal code issues, and communicates division activities to neighborhood organizations. Refers the public to City services related to neighborhood concerns.

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
Does not officially supervise other employees.

<b>TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS</b>
High School Diploma or equivalent (G.E.D.)
One (1) year of experience in code enforcement, law enforcement, land use, land zoning or building construction or equivalent experiences preferred.

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver's license

**SKILL / ABILITIES REQUIREMENTS**

- Recordkeeping principles;
- Time Management;
- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services;
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of relevant policies, procedures and strategies to promote local and state statutes;
- Communication skills such as active listening, oral and written communication to deal with customers and other stakeholders.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, Outlook).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: standing, sitting, balancing, stooping, kneeling, crouching, reaching, walking, fingering, handling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Driving / Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test
- Computer Literacy and Internet Knowledge Test

Personality

- Employee Personality Profile
- Customer Service Aptitude Profile

Interview

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by CHM
December 2023	Revised per PDQ by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.